

## Membership & Communications Officer

The Young Entrepreneurs Council Solomon Islands (YECSI) is a Public-Private Partnership initiative supported by the Solomon Islands Government (SIG) through the Ministry of Women, Youth, Children and Family Affairs (MWCYFA) and hosted by the Solomon Islands Chamber of Commerce and Industry (SICCI). Its establishment was supported through a multi-country technical assistance support program from the Pacific Youth Council (PYC), the International Labour Organisation (ILO) and the Secretariat of the Pacific Community (SPC). High unemployment amongst young people and an inadequate number of employment opportunities to match the number of young people unemployed in Solomon Islands has driven the need to create greater entrepreneurship.

The YECSI has a private sector focus, aimed at 18-40 year old entrepreneurs and aspiring entrepreneurs. An Advisory Committee was created in 2017 to guide the establishment of the YECSI and is providing ongoing support to the YECSI Board.

### Job Purpose:

The Membership & Communications officer will report to the YECSI Coordinator and will undertake duties in a proactive manner to ensure YECSI delivers its strategy, plan and budget. The officer will be responsible for developing, managing and implementing the membership acquisition and retention targets, networking events, brand visibility, and be the voice of YECSI to the outside world.

### Role and Responsibilities:

- In consultation with the Coordinator develop, manage and implement a targeted media and communication strategy to engage audiences and maintain / build membership.
- Design, produce and coordinate the distribution of public relations materials such as media releases, radio scripts and social media posts across a variety of media outlets including YECSI social media.
- Build and maintain good working relationships and contact with stakeholders, such as the Solomon Islands Government, donors, the business community, NGOs and media to progress YECSI's role in supporting entrepreneurship.
- Work with external providers (printers, designers, collaborators) to develop marketing materials for YECSI branding initiatives.
- Take the lead in the implementation of membership services including events and activities for members in collaboration with other stakeholders.
- Respond to enquiries from the public via emails, face to face or website in a timely manner including the updating of website content.
- Advise staff and update integrated marketing communication plan and budget as required.
- Complete other communications tasks and assignments as required by the Coordinator.

### Qualifications and Experience

- Degree in business, marketing, media, communications or public relations.
- Minimum of 2 -3 years work experience in a similar role.

- Knowledge of market research and management.
- Ability to establish and maintain effective working relationships with organisations, members and other stakeholders.
- Strong project management and organisational skills.
- Demonstrated leadership, initiative and willingness to learn and be able to work in a team situation and with minimum supervision.
- An ability to proactively seek support and / or solutions in dealing with new or unknown tasks and issues.
- Excellent written and oral communications skills.
- Computer literate with advanced MS Office knowledge of application Excel, Word, Access and Power-Point.
- Experience with data bases, spreadsheets, websites, and social media platforms.

### **Remuneration**

An attractive salary and housing allowance will be paid for the right candidate.

The term of the contract of employment will be two years and can be extended with the agreement of both parties.

All enquiries should be directed to the Administration Office at SICCI on phone 39542 or email [yec.coordinator@solomonchamber.com.sb](mailto:yec.coordinator@solomonchamber.com.sb)

All applicants must provide a cover letter outlining your interest in the position, a current CV with copy of academic qualifications, and two referees support letters with contact details.

We welcome applications from both female and male candidates.

Applications should be addressed to:

**YECSI Coordinator**  
**Solomon Islands Chamber of Commerce and Industry (SICCI)**  
**Suite 223, 1st Floor, Hyundai Mall**  
**Central Honiara**  
**PO Box 650, Honiara**

**All applications must be received no later than Monday 4th February 2019. Only shortlisted candidates will be contacted to attend an interview.**